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Approved For Release 2002/05/02 : CIA-RDP83B00823R000100010046-6

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**CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP**

TO	NAME AND ADDRESS	DATE	INITIALS
1	<div style="border: 1px solid black; width: 150px; height: 40px;"></div>	7/3	<i>[Signature]</i>
2			
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<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

Remarks:

FOLD HERE TO RETURN TO SENDER	
FROM: NAME, ADDRESS AND PHONE NO.	DATE
<i>[Signature]</i> <div style="border: 1px solid black; width: 150px; height: 20px;"></div> SPA(PPS) 4E-75	7/3/63

WORKING PAPER

SECURITY PLAN

DD/I ALL SOURCE CENTER

Assumption:

For the purpose of this security plan it is assumed that the DD/I All Source Center, when activated, will occupy the entire area presently occupied by the DD/I Restricted Area on the second through seventh floors, inclusive, of the Headquarters Building.

Effective Date:

The DD/I All Source Center shall not become effective until all personnel to be assigned within the Center have been appropriately security cleared and briefed.

Personnel Controls:

Access to the DD/I All Source Center shall be via the appropriate reception station as indicated below:

a. "T-KH" Cleared Personnel shall be granted access to and egress from the DD/I All Source Center by display of an Agency badge with the proper indicator at any of the reception stations leading to the DD/I All Source Center. "T-KH" cleared personnel not possessing a badge indicator will be processed at reception stations, and after verification of clearance will be issued an additional Special All Source Center Badge and permitted to proceed unescorted into the DD/I All Source Center.

b. Personnel Not Possessing a "T-KH" Clearance shall be escorted in the DD/I All Source Center. Escort will be provided by the visited individual or component, with a Visitor Badge being worn by the visitor. Appropriate security arrangements will be made by the visited individual or component to preclude inadvertent disclosure of classified material for which the visitor is not cleared.

"T" and "T-KH" Document Control:

The document control system utilized by the DD/I All Source Center for the control of "T" and "T-KH" material shall contain the following features:

a. Delivery of all "T" and "T-KH" material destined for units located within the DD/I All Source Center will be made to a single "T" System Control Point.

b. All "T" and "T-KH" material received by the "T" System Control Point from outside the DD/I All Source Center will be receipted for and logged by "T" or "T-KH" document serial number, to include copy number, and a Cover Sheet shall be affixed to the document if necessary.

c. Dissemination within the Center will be in accordance with the present SIGINT control system, with the additional provision that a record (see below under "Document Destruction") will be kept when "T-KH" material is destroyed.

d. "T" and "T-KH" documents originated within the DD/I All Source Center for dissemination outside the Center will be prepared in accordance with applicable procedures of the "T" Control System, and delivered to the "T" System Control Point for logging and transmission via courier.

e. Published "T" and "T-KH" material retained within the DD/I All Source Center will be covered at all times by a Cover Sheet or integral approved cover.

"T" and "T-KH" Storage Requirements:

Storage of "T" and "T-KH" materials in safe-file cabinets located within the DD/I All Source Center is approved except that reel film will be stored in an approved vault or secure area.

"T" and "T-KH" Document Destruction:

1. When "T" or "T-KH" documents are destroyed, the sheet containing the control information shall be returned to the Center "T" System Control Point.

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Security Violations:

All security violations discovered within the DD/I All Source Center will be reported to the Night Security Office of the Office of Security. The Night Security Officer reporting to the area of violation will retrieve all exposed classified material found in violation. This classified material shall not be taken from the DD/I All Source Center but will be given to the Watch Office located within the DD/I All Source Area for safekeeping. Subsequent investigation of the security violation will be made by the appropriately cleared professional security officer. All security breaches involving "T" and/or "T-KH" material will also be reported to the TSO/CIA.

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18 June 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Proposed Security Staff, DDI

25X1A 1. In the meeting of this date with [] DDI; the DD/PPS; and [] Chief, Security Staff, DDI; I indicated acceptance of the premise in paragraph (1) that the DDI Security Staff should function under the Chief, SPINT. It was further understood that the Chief, DDI Security Staff would have the right and prerogative of directly approaching the DDI and his Deputy on any matter of security policy or importance. To this [] readily agreed.

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25X1A 2. As regards the slotting for the DDI Staff, it was discussed that we request two additional professional and one clerical with the slots to be provided by DDI. It was the consensus that this Security Staff should consist of a GS-15, a GS-14, one or two GS-13's and one or two GS-12's but not to exceed a professional staff of five people. There are currently two clerical and one is to be added.

25X1A 3. Please take up the slotting of the DDI Security Staff with [] has had a chance to speak to him on this matter. If DDI wants us to return one of the slots they gave us for the Special Security Center, take this under advisement for my action. Do not agree to this matter in advance. I will ask the Special Security Center to take up the proposed system of accountability for T and T-KH documents flowing within the All Source Center. This involves a policy decision and after exploring this matter, we will decide whether we can come up with a counter-proposal in this regard. It is to be noted that we have at least ten days to two weeks to arrive at this decision, as T-KH documents will not be actively disseminated in the All Source Center until this decision is made.

[]
R. L. Bannerman
Deputy Director of Security

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]		
2			
3			
4			
5			
6			

ACTION	DIRECT REPLY	PREPARE REPLY
APPROVAL	DISPATCH	RECOMMENDATION
COMMENT	FILE	RETURN
CONCURRENCE	INFORMATION	SIGNATURE

Remarks:

*I have already given
action to [Redacted]
on the control of T-KH
material.*

*Call [Redacted] 17 Aug
he photo up*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

RFB

20 June